

Sisseton Wahpeton Oyate

Job Description

Job Title: Head Start/Early Head Start Director

Reports to: SWO Tribal Education Director

Standard Employment: 8 a.m. to 4:30 p.m. Monday through Friday

Supervision Exercised: The 0 to 5 Head Start Director is immediate supervisor of all Head Start staff and fiscal management.

Summary: The Director has full responsibility for planning, directing and administering the Head Start program to ensure compliance with the Performance Standards and other state, federal and tribal regulations. This includes organizing and monitoring program operations, functions, activities, services and strengthening on-going community relations. The Director has overall fiscal management to include budgets, reporting and finance, and all other functions necessary to operating a sound program.

Major Duties and Responsibilities:

A. Program Administration

1. Carry out day-to-day administration and management of Head Start / Early Head Start Program.
2. Conduct and schedule weekly manager's meetings for the purpose of on-going monitoring and program improvement on a continuing basis.
3. Responsible for compiling data and other statistics to update the annual community assessment in conjunction with the policy council and parents.
4. **Complete and submit grant application**, supplements and modifications to AIAN Region XI office, compile programmatic reports and other requested information.
5. Develop annual budget for submission to policy council and SWO Tribal Council for approval.
6. Responsible for **approving program expenditures and property procurement**, developing budget revisions, monitor inventory control, participate in the annual audit, work to resolve audit exceptions and implement management recommendations.
7. In conjunction with the Family Service Manager, ensures the program meets its non-federal in-kind requirements with appropriate verifiable documentation.
8. Ensure facilities and equipment are operational and meet all local, state and federal requirements.

9. Maintain contact and communication with AIAN Region XI Head Start Bureau, DHHS and interpret Head Start regulations, policies and directives and ensure adherence to AIAN Region XI Head Start bureau, DHHS **through the development and updating of policies and procedures.**
10. Keep the Tribal Education Director informed on a regular basis of program activities and other plans being implemented. Meet with the Tribal Education Director as a minimum twice a month or more.
11. Conduct staff meetings, attends policy council, budget meetings, education meetings, Tribal Manager's meetings, and other community meetings as required to obtain guidance, provide leadership and coordinate activities.
12. Develop and implement an administrative organizational plan that provides a clear-cut line of authority and channels of communication.

B. Staff

1. **Responsible for signing time sheets; approving annual or sick leave, and other required personnel actions for staff under immediate supervision.** In addition will be responsible for signing time sheets and approving leave for staff under the supervision of assistant director or content area managers in their absence.
2. Responsible to complete program manager's annual work performance evaluation and professional development goals and ensure that program managers complete evaluations and professional development forms for staff under their supervision.
3. Manage all personnel actions such as employment, retention, promotion and termination.
4. Develop annual training and technical assistance plan to be included with annual grant application. Plan must include CDA and other professional development opportunities for parents and staff.
5. Coordinate annual pre-service prior to the beginning of program activities.

C. Planning and Setting Objectives

1. Works closely with Head Start/Early Head Start Managers to develop and implement a work plan and reporting system that ensures high quality services are provided to children and families enrolled in Head Start.
2. Work to ensure compliance with the Head Start Performance Standards.
3. In conjunction with Managers and staff, complete annual school, staff calendar, resource, parent and transportation handbook, and other needed reports.

D. Organizing

1. Develop systems and procedures necessary to assure implementation of collaboration with other community programs.
2. Establish operating and administrative policies and procedures and assist content area Managers in preparing and updating content area plans.

3. Perform other duties as needed or assigned by the organization.

E. Reporting and Communication

1. Advocate for the Head Start program by serving on boards, committees and participating in other community activities to promote public relations.
2. Periodically schedules meetings of Grantee, supervisory staff and other tribal organizations for planning, management and review purposes.
3. Serves as a liaison between Head Start, Tribal Council, Education Department, Policy Council and community agencies. Provides monthly reports to Policy Council and Tribal Council to include; finance and other updates.
4. Support shared governance and decision making between Tribal Council and Policy Council to comply with Head Start Performance Standards and to ensure effective and efficient operation of the program.
5. Provide written monthly program reports to Tribal Secretary, Education Director, Policy Council and upon request to AIAN Program Branch, Head Start Bureau.
6. Develop plan for utilization of community resources. Initiate and maintain working relationship with public and private agencies that provide supporting services to Head Start children and their families.

F. Measuring and Evaluating

1. Implement internal and external reporting system and procedure for monitoring fiscal and programmatic activities.
2. Develop, implement and maintain an ongoing evaluation system to ensure quality control of the total Head Start program.
3. Utilize evaluation data to maintain, correct and improve the delivery of program services.
4. Monitor policies, procurement, methods, procedures, and modify or make recommendations for modification as is necessary for the proper functioning of the program.


Qualifications:

1. Bachelor's Degree (Minimum)
2. Must possess knowledge of the principles, practices and objective of Head Start or comparable preschool child development programs.
3. Must possess knowledge in the principles of fiscal management, administration and human development; including budget preparation, control methods, pertinent tribal, federal, state, laws, rules and regulations.
4. Ability to write grants and have excellent oral and written skills.

Job Requirements:

1. Must sign permission form upon submission of employment application to permit a background check at the state and federal level. Employment is considered temporary until background check is cleared according to background standards applicable.
2. Must complete a physical and TB test within 30-days of hire.
3. Must complete CPR and First Aid training within 90-days of hire.
4. Must travel to attend meetings (some evenings) both locally and out-of-area.
5. Three letters of reference submitted with application of employment.
6. Must sign Confidentiality Statement upon hire and adhere to policy.
7. Must attend mandatory pre-service each year.
8. Must live and promote drug and alcohol free lifestyle.

Updated 8/2020

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